

~~ADMINISTRATIVE~~

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16 SEP 1974

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service

SUBJECT : Personnel Development Program - FY 1975

REFERENCE : ExDir/Compt memo dtd 3 Jan 73, subj:  
Personnel Development Program

1. Reference introduced the Personnel Development Program (PDP) into the Agency's personnel management processes with the initial phase limited to executive identification and development. In my review of the first Program, I was pleased to find that the Career Services had made a productive start and I expect this phase of the FY 75 Program to be developed even more clearly. I wish to insure that all senior personnel and senior positions at the executive level are included in the FY 75 PDP considerations and that the review and planning is not limited to only the managerial group. The first section of the FY 75 PDP will now be entitled "Executive Level Development Plans" and will include all Senior Advisors, Senior Analysts, Senior Operations Officers as well as managers in grades GS-15 through GS-17 in the planning for executive development. In this context, Section I of the FY 75 PDP will call for the same scope of planning and reporting as was included in the FY 74 Program, with two additional report elements. While a critical evaluation of the plans outlined in the Executive Level Development phase cannot be made for another several years, a checkpoint evaluation of the FY 74 plans has also been added to the FY 75 reports. The first section of the FY 75 PDP is to be completed and the statistical reports forwarded to the Director of Personnel by 15 November 1974. Arrangements for my discussions with the Heads of the Career Services will be made subsequent to my review of the consolidated reports.

2. The second section of the FY 75 PDP initiates a broader program for professional development of officers in

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grades GS-09 and above including those in grades GS-13 through GS-15 who are not involved in the Executive Level Development Plans. Within a Career Service or Career Sub-Group there are functionally homogeneous groups of officers for whom Developmental Profiles recording general patterns of training courses and work experience can be established. Thus they can look to common paths of opportunity for growth. Common qualifications standards for such functions can be included in this program. Developmental Profiles would provide Career Service and Career Sub-Group management a base for evaluating the professional development and prospective progress of their employees within functional areas of development. These Profiles are not to be designed as rigid prescriptions for uniform training and experience among all members of a group. Rather they constitute broad plans or programs which are changed as necessary to meet current requirements of the groups. Each Career Service will have maximum flexibility to design its Profiles to represent its unique requirements.

3. Recognizing the complexity of designing practical and meaningful Developmental Profiles and to allow adequate time for their careful preparation, the target date for their completion will be 30 June 1975. Copies of the completed Profiles will be forwarded to the Director of Personnel. Representatives of the Office of Personnel and the Office of Training are available for consultations with your personnel to assist with the development of the Profiles.

4. A more detailed statement of the objectives of both sections of the Program is attached. The Director of Personnel will arrange meetings with your senior personnel representatives and distribute formats for the statistical reports and suggested formats for the Vacancy and Roster listings. ✓

W. E. Colby

W. E. Colby  
Director

Atts  
As Stated

Originator: /s/ F.W.M. Janney  
5 September 1974

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